



Saint Mark's
Evangelical Lutheran Church

Room Use Reservation

2499 N. Helen Street, North St. Paul, MN 55109
Ph: 651-777-7451 Email: stmarks@stmarks-nsp.org

Committee/Organization: _____ Today's Date _____

Event Name: _____

Date(s): _____

Event Time: _____ AM/PM to _____ AM/PM

Set-up Date: _____ Time: _____ AM/PM to _____ AM/PM
(if different)

Number attending: _____ Insurance Carrier: _____
Non-church groups only

Rooms (Check room(s) requested)

- Rees Hall Rees Hall Kitchen Sanctuary Narthex
- Rees Hall Classroom – Large (102/103, 203/204, 205/206, 207)
- Rees Hall Classroom – Small (102, 103, 203, 204, 205, 206)
- Fellowship Hall Fellowship Hall Kitchen Fellowship Hall Classroom
- Fireside Room Library Youth Room Fire pit
- West Parking Lot North Parking Lot Offsite Other (requires approval)

Resources (additional charge may apply for non-church groups):

Please include a diagram of the set-up needed (tables, chairs, etc) on the back page.

- # _____ Banquet Tables # _____ Round Tables Podium
- TV/VCR TV/DVD Extension Cord
- Screen Microphone Piano
- Coffee Maker/Filters (must bring your own coffee and supplies)
- Other (please describe)

Contact Person

Phone

Email